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2910 BIKE UNIT [CALEA 41.1.3 a-d]

The Bike Unit is one component of the Field Services Bureau and as such is tasked with first-line police service delivery to the citizens of Tucson. Bicycle officers are designed to further the Department's commitment to Community Based Policing by deploying in areas not readily accessible to motor vehicles or in areas requiring more personal contact between the officer and the public. Officers assigned to the Bike Unit perform all patrol functions with an emphasis on visibility and approachability while operating Department owned and appropriately marked police bicycles. An assignment as a bike officer requires officers to interact in a positive manner with the community and its members and to be subject to varied work schedules. The unit is decentralized with individual squads supervised by a police sergeant at each Field Division. One Divisional Patrol Commander is assigned by the Field Services Bureau Chief to administratively command the unit on a Department-wide basis and set policy in the areas of Training, Uniform, Personnel Selection, and Equipment Procurement.

Individual bicycle squads are operationally assigned to Field Divisions. Each Division operationally commands and assigns their respective Bike Unit daily patrol tasks. Personnel related issues such as performance evaluations, citizen complaints, chain of command investigations and/or discipline are completed through individual field divisions.

2911 Selection

An assignment to a Bike Unit is considered a Special Assignment and officers assigned to the unit shall be compensated as per contract. Officers who wish to volunteer for an assignment to a Bike Unit shall adhere to all policies and procedures as articulated for Special Assignments. Due to the physical demands placed upon a bike officer a physical agility test shall be a portion of the selection process.

Because bicycle equipment and uniforms are tailored to the officer and additional training is given, any officer who accepts an assignment to a bicycle unit will be expected to remain in that assignment for a minimum of one year.

2912 Training

Officers assigned to the Bike Unit are expected to remain in excellent physical condition. In addition to the successful completion of a Department-approved Basic Bike School, officers assigned to the Bike Unit are subject to semi-annual proficiency training. Officers shall successfully complete Proficiency Training and adhere to requirements as articulated within published Bike Unit Standard Operating Procedures.

2913 Uniforms and Equipment

Officers assigned to the Bike Unit shall be issued specialized equipment and uniforms as approved by the Chief of Police. The Bike Unit Commander will designate an administrative sergeant to oversee the issuance of these items. Bike Unit officers are personally responsible for maintaining individually assigned bicycles, equipment, and uniforms.

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2914 Community Outreach and Public Speaking

Officers assigned to the Bike Unit are required to speak publicly regarding a variety of community or police related issues. Bike Officers also conduct "Bike Safety Rodeos" and other community or school related activities as required.

2920 SPECIAL INITIATIVES SECTION [CALEA 45.2.3]

2921 Targeted Operational Planning (TOP)

TOP meetings are held on a routine basis as determined by the Office of the Chief of Police. The purpose of these meetings are to:

- Ensure that patrol commanders are paying sufficient attention to crime in their geographical areas;
- Ensure that tactics and strategies designed to attack a problem are as creative and varied as possible;
- Follow up on events from previous meetings to demonstrate consistency and to stay focused on crimes tied to objectives;
- Ensure that all departmental and external resources that could be brought to bear on a problem are coordinated and available;
- Provide an ongoing teaching/learning situation in which those who attend can learn about developing strategies and assessing their impact;
- Review the impact of tactics and strategies that are developed and applied; and
- Review documents provided by the TOP Analyst depicting crime and statistical information.

2922 Targeted Operational Planning (TOP) Analyst

The TOP analyst's primary role is to provide on-going information and maps concerning criminal activity and calls for service, both Citywide and by division. The analyst is a liaison with other entities throughout the Department, City, and County and is available to provide training as needed for other employees. Some of the specific duties include:

- Preparation of tables and graphs depicting statistical data;
- Creation and maintenance of crime databases for cross-referencing, mapping and statistical purposes for TOP initiatives.
- Creation of PowerPoint presentations for TOP meetings and initiatives;
- Analyzing maps and data for spikes and the identification of crime patterns and trends;
- Forecasting crime incidents as requested;
- Conducting research and analysis, and preparing crime maps for special projects;
- Maintaining the TOP Intranet site;
- Coordinating with Department IT/Data Services for the programming, processing and retrieving of crime data; and
- Coordinating with the City and County GIS departments for the availability, development and/or maintenance of common layer/shapefiles and automated tools for mapping purposes.



2930 HONOR GUARD UNIT

2931 Mission Statement

It is the mission of the Tucson Police Department Honor Guard mission to represent the Department and the community of Tucson by presenting the finest level of service, with the highest level of professionalism, integrity, and honor attainable. To act as a disciplined team serving with honor at ceremonial functions, with respect and dignity at funeral services, and by displaying a military style etiquette and attention to detail at all other events, as directed by the Chief of Police or designee. Requests for the Honor Guard for services outside the normal operations shall be made through the Chief of Police or designee.

2932 Official Duties

The Tucson Police Department Honor Guard may be used for:

- Police Officer funerals,
- Memorials services relating to law enforcement, and
- Other ceremonial services as directed by the Chief of Police or designee.

2932.1 Policy

It shall be the policy of the Tucson Police Department Honor Guard to:

- Assist with planning, coordination and conducting all Police officer funerals as requested;
- Serve as a resource for the Department regarding ceremonial protocol;
- Represent the Tucson Police Department at outside agency funerals;
- Coordinate ceremonial matters at designated Department or City functions; and
- Perform other functions deemed appropriate by the Honor Guard Coordinator and the Chief of Police or designee.

2932.2 Notification Protocol

All requests for Honor Guard participation will originate from the Chief of Police or designee. All requests to Honor Guard members will come from the Honor Guard Coordinator. No member will volunteer the Honor Guard or any of its members for any event prior to notifying the Honor Guard Coordinator, who will in turn obtain approval from the Chief of Police or designee.

2933 Definitions

- **Honor Guard Coordinator**

A sworn supervisor appointed by the Chief of Police responsible for the overall control of the Honor Guard and coordination of activities relating to the operation and deployment of the unit.

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- **Detail Coordinator**

Any qualified member of the Honor Guard, regardless of rank, appointed by the Honor Guard Coordinator, who acts as the contact person for the detail at a specific activity.

Whenever possible, sufficient personnel will be assigned to each Honor Guard detail so that the Detail Coordinator is not required to be a part of the detail formation or assigned to a static post. This is preferred so that the Detail Coordinator may supervise the event and handle related duties without disrupting the integrity of a formation.

- **Rifle Detail**

When required for a ceremony, the Honor Guard Coordinator or Detail Coordinator shall designate up to eight officers to act as the Rifle Detail. All members of the Honor Guard, regardless of assignment, are responsible for ensuring weapon safety rules are followed at all times.

- **Flag Detail**

When required for a ceremony, the Honor Guard Coordinator or Detail Coordinator shall designate up to eight (8) officers to act as the flag detail.

- **Bugler**

When required for a funeral or memorial service, the Honor Guard Coordinator may assign a bugler, or musician playing an equivalent instrument, to the Honor Guard Detail. In the event a bugler or other musician are not available, the playing of a recorded rendition of "Taps" is an acceptable alternative.

- **Escorts**

Honor Guard members not assigned to a Rifle Detail or a Flag Detail may be designated as escorts.

2934 Membership

Membership in the Tucson Police Department Honor Guard is open to current Tucson Police Department sworn members and Reserve Officers in good standing with the Department. Membership in the Honor Guard is not a special assignment, it is considered to be a volunteer function. Honor Guard members are expected to perform their regular duties within the Department, as well as these additional duties as required. Selection to the unit shall be made after a requesting member receives approval from their chain of command. Strong consideration will be given to selecting those members who exemplify a very high professional image in appearance, performance, and ethical behavior.

Due to the exceptionally high visibility Honor Guard members have as representatives of the Tucson Police Department and because of the sensitive nature of the assignment, the Tucson Police Honor Guard may be one of the most important duties a member will perform. Honor Guard members shall be a model of consistency and professionalism. The image presented has a significant and lasting impression on fellow Department members, other law enforcement personnel, and the citizens we serve. In choosing to become a member of the Tucson Police Department Honor Guard, members must commit themselves to be role models to other members of the Department and to represent the Tucson Police Department with honor.



2934.1 Standards of Conduct

Participation in the Tucson Police Department Honor Guard while voluntary, is a privilege. As such, members shall continuously adhere to strict discipline, military bearing, high appearance standards, and professional courtesy. In addition to *General Orders*, Honor Guard members must adhere to the Rules of Conduct specified in the *Honor Guard Unit Manual*. Serious disciplinary action taken against a member for any reason may be cause for removal from the Honor Guard. Honor Guard members must maintain acceptable performance in their regular primary assignment or they may be removed by the Honor Guard Commander without appeal.

2934.2 Appearance

Honor Guard members must continually strive to ensure that their appearance is always professional and as close to immaculate as possible. This philosophy applies both while representing the Department at Honor Guard functions and while serving regular duties as a Tucson Police Department member. The Honor Guard uniform shall always be clean, well pressed and creased, tailored, and properly fitted. Members will wear their regular daily attire in the same manner.

2934.3 Unit Selection

Recruitment and selection will consider any sworn or reserve officer in good standing that is off probation. Selection to the unit shall be made after a requesting member receives approval from their chain of command. Strong consideration will be given to selecting those members who exemplify a very high degree of professional appearance, performance and ethical behavior.

2935 Uniform and Equipment

The Honor Guard uniform makes it one of the most recognizable units in the department. Specifications for the uniform may be found in the *Honor Guard Unit Manual*. Specialty equipment, including weapons, shall be inventoried and maintained by the Honor Guard Coordinator. Rifles shall be inspected on an annual basis by the department Armorer.

2936 Customs and Courtesies

- **Honors Matrix [CALEA 22.2.4]**

The *Tucson Police Department Funeral Honors Matrix* (Share Drive/COP/Tucson Funeral Honors) shall be used as a guide for determining the honors granted to a member for services based on category. Based upon availability, the Honor Guard will strive to adhere to the Honors Matrix. While no two services are the same, a specific sequence in the established protocol should not be omitted unless it is done so at the request of the family of the deceased or the Department. In some instances, the Honor Guard Coordinator may omit a specific honor if it is determined that the sequence cannot be performed or would be inappropriate for the ceremony. In every instance, Honor Guard members shall conform to

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the demands of the Department and respect the requests of the family. It is the responsibility of the Honor Guard Coordinator to ensure the honor and dignity of the service and the essence of proper protocol.

▪ **Flag Code**

The "Flag Code," United States Code, Title 36, Chapter 10, shall govern all customs and protocols related to the National Flag. While the Code empowers the President of the United States to alter, modify, repeal or prescribe additional rules regarding the Flag, no federal agency has the authority to issue official rulings legally binding on civilians or civilian groups. Consequently, different interpretations of various provisions of the Code may continue to be made. Therefore, actions not specifically included in the Code may be deemed acceptable as long as proper respect is shown.

2940 RESERVE OFFICER PROGRAM [CALEA 16.3.1]

2941 Purpose and Scope [CALEA 16.3.2]

The Chief of Police may appoint Reserve Police Officers to meet the needs of the Tucson Police Department. All appointments for the position of Reserve Police Officer shall be at the discretion of the Chief of Police. All applicants for the position of Reserve Police Officer shall meet the minimum qualifications of an AZ POST Certified Tucson Police Officer. The purpose of the Reserve Program is not to supplant, nor to replace the salaried ranks. Instead, the program exists to provide assistance and support that would not otherwise be available to the Department or the community.

2942 Authority of Reserve Police Officers [CALEA 1.2.1; 16.3.3]

Reserve Police Officers, when on duty, shall have equal authority and responsibility as a salaried officer and shall be subject to all Rules, Policies, and Directives of the Tucson Police Department and the City of Tucson. Reserve Police Officers shall acquire no civil service rights, nor will they be subject to the Civil Service Rules of the City of Tucson. No Reserve Police Officer shall receive a salary from the City of Tucson for police duties.

A reserve officer shall be certified as a reserve officer upon completion of an AZPOST approved basic training course and admission into the Tucson Police Department's Reserve Officer Program. Reserve Police Officers must successfully complete a Field Training program and maintain their training as all sworn members must. A reserve officer shall not act in the capacity of a peace officer until completion of training.

The Chief of Police shall have the authority to assign Reserve Police Officers to any duty. Attendance at a court or quasi-judicial hearing is considered an official duty assignment.

2943 Administration [CALEA 16.3.2; 16.3.8; 35.1.2; 35.1.3]

The Training Division Commander will maintain current assignment information on all Reserve Police Officers. Reserve Police Officers will only work in the division in which the Training Division Commander assigns them.

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Former TPD members who leave the department in good standing and return with a twelve (12) month period are not considered probationary employees. However, they are required to meet hiring criteria as designated by AZPOST. All other reserve officers are placed on the standard eighteen (18) month probationary period and after completing the AZPOST approved basic training course, will receive monthly supervisor evaluations until the completion of the probationary period.

Each Reserve Police Officer shall have one (1) annual performance evaluation completed by their immediate supervisor. Included in the evaluation should be a notation on the approximate number of hours worked as well as training completed by the Reserve Police Officer. This evaluation shall be reviewed and approved by the Reserve Officer's chain of command. . The Reserve Officer's chain of command is within the division in which they are assigned to work. The Training Division Commander will review all reserve Officer annual evaluations only to confirm assignment and ensure compliance with training requirements.

2944 Conduct

Specific appropriate conduct on and off duty is described in *General Orders* and the *Reserve Officer Manual*. A Reserve Police Officer may be disciplined for any violation of Department *General Orders*.

The Chief of Police shall have the authority to dismiss Reserve Police Officers when it is established that such dismissal is in the best interests of the City of Tucson and the Department. There is no right of appeal and the decision of the Chief of Police is final.

2944.1 Training Requirements [CALEA 16.3.5; 16.3.6]

All Reserve Police Officers are required to attend regularly scheduled Department training and shall meet all standards applicable to salaried officers. This includes use of force and firearms training. Failure to do so shall be grounds for dismissal from the program.

2945 Equipment, Benefits and Liability [CALEA 16.3.4; 16.3.7]

All necessary and required supplies and equipment shall be issued to Reserve Police Officers. All such equipment shall remain the property of the Tucson Police Department and shall be surrendered upon request or separation from the program.

All Reserve Police Officers receive industrial insurance compensation for any injury sustained while on-duty or while engaged in any Department function. The amount of coverage shall be based on the starting salary of a police officer as stated in the City of Tucson Compensation Plan. Reserve Police Officers shall be covered by Industrial Compensation during special duty work assignments to the same degree as commissioned salaried employees.

All Reserve Police Officers shall be protected by false arrest and liability insurance provided by the City of Tucson for any incident arising from conduct in their capacity as a Reserve Police Officer, absent gross negligence on the part of such officer. Reserve Police Officers shall be

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covered by liability and false arrest insurance during special duty work assignments to the same degree as commissioned, salaried officers, absent gross negligence on the part of such officer.

2950 POLICE ASSIST GROUP (PAG) [CALEA 16.4.1 a, b]

2951 Purpose and Administration

The Police Assist Group has been in existence since 1977. It started with a group of CB radio operators who were looking for a way to use their skill and equipment to benefit their community. These unpaid civilian volunteers donate their time, skills, and knowledge to assist the Tucson Police Department in serving the public. Police Assist Group members provide a wide range of services as volunteers to the Department. They are not certified police officers.

The Police Assist Group has two distinct chains of command. The Support Services Volunteer's chain of command is as follows: immediate unit supervisor – the Training Division Commander – Administrative Services Bureau Assistant Chief – Chief of Police.

The Patrol Services Volunteer Chain of Command is as follows: PAG Team Coordinator – Team Liaison Officer/Sergeant – the Training Division Commander – Administrative Services Bureau Assistant Chief – Chief of Police.

2952 Eligibility

In order to be eligible for consideration for the PAG volunteer program, the applicant must be at least 18 years of age, be able to demonstrate the right to work in the USA and have a verifiable background. Applicants on probation or parole, or with felony or major misdemeanor arrest records, will not be considered for the program. The Volunteer Services Unit Supervisor will conduct applicant screening interviews, ensure that applications are sent to Backgrounds for background checks, arrange for interviews with the appropriate supervisor, volunteer coordinator or liaison officer, arrange for finger printing and photo IDs, and provide notifications of acceptance and orientation date. Applicants not clearing any portion of the initial application process will be sent a letter to that effect.

2953 Training and Responsibilities [CALEA 16.4.2]

All orientation and basic training activities will be coordinated and scheduled by the Training Division Commander based on TPD Public Safety Academy requirements and using the Academy's list of certified instructors and approved current lesson plans. All basic training requirements must be satisfactorily completed before field training can begin.

Field training will be coordinated and scheduled at the Division level. The liaison officer is responsible for ensuring that PAG volunteers who are certified trainers are designated to conduct this training. Volunteers will be considered trainees until all basic and field training requirements have been satisfactorily completed.

Annual update training will be conducted at the Public Safety Academy using the Academy's list of certified instructors and approved current lesson plans. This training must occur within 30 days

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of the annual due date. The team's liaison officer has the responsibility of overseeing the annual update training for the team's Patrol Service volunteers.

A PAG member's training varies according to their assignment. They are divided into two groups, Support Services and Patrol Services. The Support Services Volunteers perform administrative tasks such as data entry, filing reports, public fingerprinting, clerical work, etc. Support Services Volunteers receive an orientation, OSHA training, and a TOC test.

Patrol Services Volunteers are given the above listed training and receive classroom instruction from certified department instructors, to include point control, urban search, taking field photos, parking enforcement, report writing, special events, defensive tactics, driver training, and any additional skills determined necessary by the Training Division Commander.

2954 Equipment

TPD will make every effort to supply volunteers needing uniform equipment with appropriate serviceable attire from surplus stock. Volunteers' uniforms will be clearly distinguishable from that of police officers in both color and insignia. In the event a volunteer cannot be fitted with surplus attire, TPD will issue authorization for those individuals to purchase necessary items from Pima Uniforms or other authorized suppliers.

The TPD Supply Unit will maintain a complete record of all equipment issued to a volunteer. TPD will supply necessary insignia for all equipment. All issued equipment shall remain the property of the Tucson Police Department and shall be surrendered upon request or separation from the program.

2955 Conduct

Volunteers may operate a TPD vehicle providing they have specific training, certification, and authorization from TPD and a valid Arizona driver's license in their possession while operating the vehicle. TPD *General Orders* must be followed during operation. Volunteers may not transport or have a ride-along passenger without prior approval of a TPD supervisor and may not allow any unauthorized person to operate a TPD vehicle. Volunteers will immediately report any traffic accident or other damage involving a TPD vehicle to a field supervisor and their volunteer coordinator.

Patrol Services Volunteers shall work as two (2) person units. Patrol sergeants or command staff may authorize a deviation from this policy as needed. Volunteers may operate a TPD radio or MTC providing they have specific training, certification, and authorization. Any unauthorized use of the radio or MTC will be grounds for immediate termination from PAG and the violator will be subject to criminal prosecution.

Volunteers will report any traffic citations they receive or change in their driver license status to their volunteer coordinator within forty-eight (48) hours of the violation. TPD shall conduct an annual check of the driving record of volunteers who are authorized to drive TPD vehicles.

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Volunteers will only be on TPD premises when they are working or for other specific reasons that directly relate to their volunteer assignment. Relatives and friends, who are not active PAG volunteers themselves, may not accompany volunteers on their work assignments.

Any volunteer may be removed from the program for cause.

2956 Requests for Service

The Training Division Commander is the point of contact for all of the TPD Volunteers and is to be contacted for non-emergency services. While in the field, it may become necessary to implement an emergency call out. This may be done by asking the dispatcher to initiate a PAG call-out. The *Info/Index* has a listing for the PAG Emergency Services Coordinator. Input "INFO PAG" for the pager and telephone number of the Emergency Services Coordinator. The PAG Emergency Services Coordinator will conduct the call out, after having been provided with the appropriate details by the Incident Commander or designee.

2960 SECONDARY EMPLOYMENT [CALEA 22.3.4; 22.3.5 b]

The Tucson Police Department has an interest in the secondary employment relationships that may exist between Department members and other employers. The objective of adopting rules that govern these relationships is to safeguard the employee, the Department, and to ensure that the public, through secondary employment, receives a level of service compatible with departmental standards of integrity and performance. Secondary Employment consists of special duty employment, which involves law enforcement services for a private employer, voluntary overtime worked by a member to provide extra police services to another City department, and outside employment, which is non-law enforcement services rendered to a private employer. The Traffic Enforcement Division Commander maintains specific responsibilities and operational procedures relating to secondary employment. All members engaged in or authorized to work special duty assignments shall review and have a working knowledge of these responsibilities and regulations.

2961 General Policy [CALEA 22.3.5 a-c]

In all circumstances, employment by the Tucson Police Department shall be given first and foremost consideration and such employment shall not be jeopardized by secondary employment issues. Secondary employment shall not interfere with a member's job performance with the Tucson Police Department. A member's secondary employment must be accomplished in a manner that does not cast doubt upon the integrity of the member or the Department. Authorization to engage in secondary employment is a privilege, not a right. No member shall engage in any special duty employment without the knowledge and approval of the Special Duty Office.

No member shall engage in any secondary employment or transaction, or have a financial or other personal interest, directly or indirectly, which is incompatible with the proper discharge of the member's official duties, or which would tend or appear to impair the employee's independence of judgment or action in the performance of official duties.

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Secondary employment shall not be used in lieu of police services normally provided by on-duty personnel.

No authorization shall be granted for secondary employment that may be reasonably construed to be in conflict with law enforcement duties or detrimental to the Department as determined by the Chief of Police. Examples of such activities are: collection of bad debts, adjusting claims, recovering chattel covered by a security agreement in default of payment, investigation and/or reconstruction of accidents, private investigations or security consultant services, working as a bouncer, working at the scene of a labor dispute, or working at any business or location where the primary focus is the sale of alcoholic beverages or the adult entertainment industry. Officers shall not provide special duty police services at after-hours establishments. The preceding examples shall not be construed as all-inclusive.

The Chief of Police may determine at any time, and for whatever duration may be necessary, that all City of Tucson police officers are needed to perform regular police duty and cannot be permitted to perform special duty.

2962 General Rules

2962.1 Authority [CALEA 22.3.5 b]

The authority of the Police Department, its Commanders and supervisors, and adherence to *General Orders* shall prevail at all times over the authority of any private employer if a conflict in direction occurs.

2962.2 Jurisdictional Limits

No authorization shall be granted for special duty employment outside the city limits of Tucson, except as approved by the Chief of Police.

2962.3 Applying for Outside Employment [CALEA 22.3.5 a]

Any member engaged in outside employment is required to complete a *Request for Approval of Outside Employment* and a *Departmental Outside Employment Questionnaire* for authorization of that job prior to engaging in that employment. It shall be the member's responsibility to renew their *Request for Approval of Outside Employment* and *Departmental Outside Employment Questionnaire* prior to November 1 of each year.

2962.4 Secondary Employment While On Duty Prohibited

Members shall not engage in secondary employment while on duty, e.g., selling a product or providing security services while on duty.

2962.5 Call to Active Duty Requirements

All members engaging in secondary employment shall immediately respond to a call to active duty. When an officer working in a special duty capacity is called to active duty,



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that member will notify the on-call Special Duty Supervisor as soon as practical to ensure that a special duty replacement is identified, when possible.

2962.6 Limitations on Hours Worked

No member shall engage in secondary employment for a total of more than thirty (30) hours per workweek without taking vacation leave or compensatory time. For the purposes of this computation, the number of hours paid will be used, irrespective of the actual time spent working.

- Sworn members may engage in secondary employment beyond the thirty (30) hour per week limit only with the express written permission of the member's chain of command through the Division level, and only if the member uses vacation leave or compensatory time on an hour for hour basis for each hour in excess. Once a member has used forty (40) hours of vacation leave or compensatory time in a workweek, an hour for hour exchange for additional secondary employment is not required. Members using vacation leave or compensatory time to exceed the thirty (30) hour secondary employment limit shall have at least eight (8) continuous hours of rest prior to returning to regular duty.
- No sworn member may engage in special duty work for more than forty (40) hours in any one work week for any one employer, unless the following conditions are met:
 - A written statement evidencing the private employer's concurrence and understanding that the employer will be billed at a rate of time-and-one-half for those hours in excess of forty hours worked by the member in any one work week, or,
 - A written statement from the private employer stating that the employee is an independent contractor who is not subject to overtime compensation and holding the City harmless from any claim, demand, or liability arising from the non-payment of overtime compensation.
- Violations of this section may result in the immediate suspension of a member's secondary employment authorization for not less than six (6) months. Members also may be subject to disciplinary action as determined by the member's chain of command.

The Chief of Police may grant exceptions to these rules, for specific periods or specific events, when doing so is in the best interest of the City of Tucson.

2962.7 Required Rest and Assignment Periods

Members working secondary employment shall have a rest period of not less than eight (8) continuous hours out of any twenty-four (24) hour period.

No member shall work more than twelve (12) hours of Special Duty work in any twenty-four (24) hour period without prior approval from their chain of command.



The Special Duty Supervisor may choose to divide long duration special duty assignments into shorter duration assignments if the Coordinator believes it is in the best interest of all concerned.

2962.8 Employment as Expert Witness

Any member wishing to be employed as an expert witness in a secondary employment capacity shall obtain the specific written approval of the Chief of Police. Such approval will be granted or denied on a case-by-case basis. Approval shall be sought for each instance of employment. All such requests shall be routed through the officer's chain of command to the Legal Advisor for review. The Legal Advisor shall review the request and provide a recommendation to the Chief of Police, who shall approve or deny the request. The procedures for obtaining approval are the same as for any other outside employment, except that the following additional information shall also be provided:

- The name of the attorney or law firm for whom the work is to be performed.
- The name of the case under litigation.
- A brief description of the case.
- A brief description of the subject matter expertise of the member.

2962.9 Eligibility for Secondary Employment [CALEA 22.3.5 a, c]

All members are eligible to engage in outside employment with the approval of their chain-of-command through the Bureau Commander level. Only those members as defined in Tucson City Code 2-130 are eligible to engage in special duty employment. Members whose authorization to engage in special duty employment has been suspended by their chain of command or the Traffic Enforcement Division Commander are not eligible to engage in such employment.

Reserve Police Officers are not eligible to engage in special duty employment, except as approved by the Chief of Police.

Probationary sworn members are eligible to engage in special duty employment with the following restrictions and/or exceptions:

- Police officers on probation:
 - Probationary officers, with the exception of lateral officers, who successfully complete twelve (12) months of service *and* receive written approval from their chain-of-command through the Bureau Commander level, may engage in special duty employment.
 - Probationary lateral officers who successfully complete field training and receive written approval from their chain-of-command through the Bureau Commander level may engage in special duty employment.

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- Probationary officers, and probationary lateral officers, shall work special duty jobs only at sites where direct supervision by a police sergeant and/or Commander is present.
- Former Reserve Police Officers, who have successfully completed probation as a Police Reserve Officer and are later hired as salaried police officers, may engage in secondary employment without restriction prior to the completion of their probationary period. These members must still obtain permission from their chain-of-command through the Bureau Commander level.
- Sworn members promoted to the rank of sergeant may engage in special duty employment, in the capacity of a supervisor, only after successfully completing the first three phases of their Supervisory Field Training Program.
- Probationary status after promotion to all other Civil Service ranks shall not affect a member's ability to engage in secondary employment in the capacity of their Civil Service rank.

2962.10 Job Coordinators

A Department member who voluntarily and without compensation schedules the work of other members at a permanent or continuing special duty job is considered a coordinator. The Traffic Enforcement Commander may authorize members to act as a job coordinator when it is in the best interest of the operation of the Special Duty Office. A job coordinator for a permanent job is responsible for ensuring that all required reports are submitted in a timely manner to the Special Duty Coordinator and serves at the discretion of the Traffic Enforcement Commander. Job coordinators shall identify themselves to the Special Duty Coordinator.

2962.11 Leave Status During Secondary Employment

Members on sick leave may engage in outside employment (non-law enforcement related employment rendered to an employer other than the City of Tucson) only in so far as the work conforms with the limitations of the member's physical/mental condition, and only with the specific written permission of the Traffic Enforcement Division Commander.

Members on temporary administrative assignment duty or who are on leave without pay status shall not engage in special duty employment unless specifically authorized by the Chief of Police. Members on industrial injury leave shall not engage in special duty employment.

Members on Family Medical Leave are not permitted to work for another employer (Outside Employment or Special Duty Employment) during such leave unless authorized in writing by the Director of City Human Resources.

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2962.12 Police Action Required [CALEA 22.3.5 b & e]

Sworn members engaging in special duty employment shall take appropriate police action and complete the required reports on any incidents or police activity that requires documentation. Members shall not provide police reports or criminal history information to a secondary employer. Requests for copies of police reports shall be directed to the Records Section. Members may document any action they take while in the employ of a secondary employer on that employer's forms so long as privacy and security laws are not violated by doing so.

A sworn member shall enforce all state laws or city codes irrespective of the direction or instructions provided by a secondary employer to the contrary.

2962.13 Reporting Requirements [CALEA 22.3.5 e]

The special duty Commander or Supervisor assigned to an event is responsible for the completion and submittal of an *Operations Plan* at least five (5) days prior to the event, as well as an *After Action Report* submitted within five (5) working days of the event's conclusion. These reports will be submitted to the Traffic Enforcement Commander and will be used by the Special Duty Office to identify problems and improve future planning for recurring events.

2962.14 Exchanges Prohibited

No member shall enter into an agreement with any individual or concern to furnish any type of police or guard service in exchange for free or reduced rent unless specifically authorized by the Chief of Police.

2962.15 Scope of Duties [CALEA 22.3.5 b]

No member shall perform tasks outside the scope of law enforcement duties when engaged in special duty employment (i.e. acting as a cashier while employed to provide law enforcement services).

2962.16 Chain of Command Review [CALEA 22.3.5 c]

Each member's supervisor shall make a specific statement on the member's evaluation recommending the approval or denial of secondary employment based upon the member's job performance, use of unscheduled or unauthorized leave, and tardy record. When making this determination, the supervisor shall consider both the member's regular on-duty performance and the member's performance while engaged in secondary employment.

A member's chain of command shall be responsible for reviewing the actions of subordinates engaged in secondary employment when complaints are received or performance issues are raised.



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2962.17 Working Voluntary Overtime for the City of Tucson

Requests from City departments for extra police services (i.e. working for Parks and Recreation at a concert) will be coordinated through the Special Duty Supervisor. The wage for non-exempt members will be at a rate of time and one half of the member's normal salary. Overtime exempt members working special duty employment for the City will not be eligible for overtime compensation.

2963 Unpaid Special Duty Work Assignments

The Department may not solicit officers to volunteer their services without compensation for private civic groups. When such a request is received, the Traffic Enforcement Division will provide information relating to the request to Department members.

Members who receive requests for unpaid special duty work shall inform the Special Duty Office of the request to ensure that the proper agreements are concluded.

Requests by non-profit or charitable organizations for unpaid service will be reviewed by the Special Duty Office as outlined below.

- Officers who have volunteered to work an unpaid assignment will not be permitted to do so unless an adequate contingent of officers can be assembled using both unpaid and paid personnel.
- If an inadequate response is received, those officers who have signed up for the unpaid special duty assignment will be contacted by the Secondary Employment Unit and advised that paid officers are to be hired. If an officer who volunteered to work unpaid wishes to withdraw their offer, they may do so at that time.

Individuals who volunteer for unpaid special duty assignments have the same obligation under Department *General Orders* to honor their commitment as those who are paid.

2964 Special Duty Supervisor [CALEA 22.3.5 d]

Personnel assigned as the Special Duty Supervisor shall, in addition to any other duties, be specifically responsible for the following:

- Monitoring compliance with Department *General Orders* relating to secondary employment, and report any discrepancies to the Traffic Enforcement Commander.
- Facilitating the assignment of Special Duty personnel to meet community needs for special duty police services as well as providing a method for allocating jobs as equitably as possible.
- Act as an arbitrator between private employers and employees concerning matters of working conditions and inform private employers of the rules pertaining to special duty employment.



2970 CITY COURT SECURITY

2971 Administration

The Tucson City Court Administrator is responsible for the overall administration and operation of Tucson City Court. The Tucson City Court Administrator has the authority through the Court Security Scheduling Coordinator or designee to delineate expectations and responsibilities of officers working the Court Security function. The Tucson City Court Administrator shall not impose responsibilities or duties on Court Security Officers that fall outside the realm of the officers' normal police duties, or that conflict with Tucson Police Department *General Orders* or policies.

The supervision and coordination of Court Security responsibilities are assigned to a supervisor, who will act as the Court Security Scheduling Coordinator. Court Security assignments are secondary employment overtime positions in accordance with secondary employment procedures in *General Orders*.

Detailed court security procedures, fire alarm procedures, monthly assignment calendars, and informational updates are available under Share Drive/CourtSecurity.

2972 Responsibility

Officers working Court Security are assigned to maintain overall security of the Court; maintain public order; prevent, deter and address criminal behavior; enforce orders of Court judges specific to Court security and the taking of subjects into custody; and to provide Courtroom security during Warrant Court sessions.

A private security company contracted by City Court is responsible for all other security issues, including building security, entrance screening, and key control. The Tucson City Court Administrator is responsible for facilities and court-owned equipment.

Court Security Officers shall notify the Court Security Scheduling Coordinator of all significant and unusual occurrences. This includes, but is not limited to, escapes; injury to officers or subjects in custody; disputes with Court personnel; unusual or inappropriate requests/orders by Judges; hazards created by fires or chemical spills; any incident requiring a *Use of Force Report*; or other significant incident.

2973 Prisoner Transport and Court Ordered Detention

Prisoners transported from a detention facility to a Court proceeding, or Court proceeding to a detention facility, will be restrained with waist cuffs supplied by the detention facility. The transportation van has separate compartments for male and female prisoners as well as a safety barrier for the transport officer. Additional handcuffs are located in the Tucson City Court holding cells. All restraint devices shall be used in accordance with *General Orders regarding "Prisoner Handling Procedures," "Handcuffing,"* and *"Special Circumstances."* Restraints will not be removed while in the courtroom, unless ordered by the judge.

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2974 Prisoner Verification [CALEA 70.5.1 a-c]

A list of prisoners is sent from the Court to the detention facility and transfer orders are completed by the detention facility for each prisoner. The transfer order and photo identification are compared by the transport officer for positive identification. The transfer order will accompany the prisoner during the transport. If an individual constitutes an escape risk, that will be noted in the transfer paperwork. If an individual is at risk for suicide, detention staff will verbally communicate this fact to the transport officers at the initiation of the transport.

2975 Court Security Operations

Facility management issues are the responsibility of the City Court Administrator. This includes plans to address emergencies occurring within court facilities. Department personnel will assist with such incidents as necessary and appropriate, but this is not considered a component of our role in court security.

2976 Equipment

Equipment used in the performance of the Department's role in court security is provided by the Prisoner Transport Unit.

2980 PRISONER TRANSPORT UNIT (PTU)

The Prisoner Transport Unit's primary goal is the transport of prisoners to and from the Pima County Jail and Tucson City Court for all misdemeanor criminal appearances. When not fulfilling its primary goal, the Unit will assist patrol officers with transports/bookings of prisoners. The Unit will also attempt to serve high profile misdemeanor warrants and assist the Mobile Field Force Units as a prisoner transport unit as necessary.

2981 Prisoner Security

2981.1 General [CALEA 70.1.1; 70.1.4; 70.2.1; 70.3.1]

- All subjects to be transported shall be searched each time they come into the transporting unit's custody.
- All prisoners shall be secured with handcuffs/waist chains and all cuffs shall be double-locked. Ankle shackles should be used with all inmates that are high-risk, violent crime offenders, those with other agency holds, escape risks, and when officers perceive it is warranted.
- During all transports, male and female prisoners will be transported separately.
- When transporting prisoners with special needs, such as injured prisoners or those in wheelchairs, secure the individual as much as possible without increasing the risk of further damage or injury.

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- If a prisoner becomes ill during transport custody, paramedics should be requested. If the prisoner is to be transported by a medical transport unit, an officer shall escort the prisoner in the ambulance. An officer in a marked patrol unit shall escort the medical transport unit in a marked patrol unit.
- The PTU has the authority to reject any prisoner for transport if an extreme health or safety risk exists, or if a prisoner's behavior becomes too unruly for standard transportation.

2981.2 Inmate/Prisoner Communication [CALEA 70.1.5]

Prisoners will not be allowed to communicate with the public or family while in transport custody. Attorneys will be allowed to interview their clients in private to the degree that the prisoner remains within reasonable control of the officer.

2981.3 Inmate/Prisoner Escape [CALEA 70.1.7 a-c]

If an attempted escape or interference with a transport occurs, officers shall immediately advise Communications for back up and attempt to proceed with the transport to a secure location. A report documenting the circumstances is required.

2982 Inmate Documentation [CALEA 70.5.1 a-c]

Documentation shall accompany prisoners on court transports from the Pima County Jail to City Court. Officers shall match up the inmate's jail identification to the court's and jail transport list. A photocopy of the prisoner's jail identification shall accompany the transport list bearing the prisoner's physical characteristics. Information related to the prisoner's escape risks, suicide potential, and/or personal traits of a security nature, shall be included in the documentation that accompanies the detainee during the transport and the return trip to jail.

2983 Transport Vehicles [CALEA 70.1.2; 70.1.3; 70.1.4]

- All vehicles used by the transport unit shall be searched at the beginning and end of each shift. Vehicles will also receive a security inspection both prior to and after each transport.
- Prisoners shall be transported in screen units separating the prisoner from the driver's compartment. The rear compartment shall be modified to minimize opportunities for exit without the aid of the transport officer.
- Transport vehicles shall stay together during transports to and from the jail. They will not stop for observed incidents that require police intervention when prisoners are in their vehicle.
- If a vehicle failure or collision involving a transport unit occurs, Communications will be advised for immediate police response. Notify Communications if there are any injuries and follow existing Department protocol.

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2984 Officer Weapons [CALEA 70.1.6 a]

Upon arrival at the jail, all weapons (to include firearms, OC spray, knives and batons) shall be secured out of sight in the vehicles.

2985 Inmate Transportation [CALEA 70.1.6 b-e; 70.1.8; 70.2.1]

The PTU will coordinate with City Court Administration to transport inmates from the Pima County Jail for court appearances. City Court Administration is responsible for providing a current transport list to the unit 24 hours in advance or more. They are also responsible for providing that same list to the Pima County Jail facility to assist with preparing the prisoners for transport. This list will serve as documentation confirming the transfer of custody.

A "Temporary Out" form shall be completed at the jail for each prisoner. Normally the jail personnel will have completed the initial information on each form. Officers should note any problem prisoners (high risk or medical concerns). Any prisoner on the Court's transport list that will not be transported will be noted and the court advised.

At the Court all prisoners shall be secured in the temporary detention cells until their appearance is necessary for court or attorney consultation. Prisoners shall remain handcuffed/shackled while in the courtroom unless they are ordered removed by a judge.

When all prisoners have completed their court appearance, they will be transported together back to the jail.